

FSB Role Description – FSW Associate Branch Head (ABH)

Roles & Responsibilities:

Branch Strategic Roles

- Responsible for participating with the Branch Head in the planning, implementation, direction, and coordination of FSW product and staff development within the Flight Software Branch.
- In the absence of the Branch Head, assumes full responsibility for the management and fulfillment of the mission of the Branch.
- Maintains understanding of NASA's and GSFC's strategic plans and strategic implementation plans, and relates applicable portions to Branch functions. Works with the Branch Head, other ISD managers and other GSFC organizational elements to ensure effective coordination of plans and resources to meet mission objectives.
- Support the Branch Head to establish, maintain, and deploy Flight Software Branch mission and strategic goals in accordance with ISD, AETD, GSFC, and NASA mission and goals.
- Serves a key role in planning Branch programs and establishing policies and procedures appropriate to achieve the strategic goals of the Branch and missions.
- Fosters the development of partnerships with other NASA centers, government organizations, industry, and universities.
- Serves as the point of technical competence to provide consultative and advisory services to AETD, GSFC, NASA, other government agencies, industrial and university partners and contributors, and private organizations within areas of expertise.
- Assists in providing technical and administrative leadership to ensure the maintenance and improvement of the Branch's critical skill mix, leading edge technology capabilities, facilities and equipment, and workplace environment.
- Participates as FSW systems engineering expert in new business spacecraft and instrument formulations, proposal developments, proposal evaluations, etc. with the focus of encouraging fair and reasonable approaches to flight architecture decisions such that the intended science is achieved and the FSW Branch product quality priorities are maintained.
- Formulates and develops funding and manpower budgets in support of Branch program needs, and justifies those requirements in presentations to the Branch Head, ISD and AETD Management, and Center Chief.
- In conjunction with the Branch Head, plans and directs the Branch's funding, manpower, organizational structure, and strategic planning activities.
- Ensures the availability of the appropriate contracts to support the missions of the Branch.

Roles & Responsibilities:

Branch Staff and Technical Products Roles

- Assists in maintaining technical and administrative oversight of the Branch.
- Selects and recommends staff assignments to ensure the capability to accomplish the Branch's programs. Selects and recommends staff hires within established personnel ceilings.
- Promotes team building, and improves operating relationships within the Branch, the ISD, AETD, and customer organizations.
- Continually monitors and assesses the capabilities and skills of Branch personnel. Conducts periodic reviews of the core capabilities of the organization.

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- Continually monitors and assesses the technical content and progress of FSW team activities. Actively participates in FSW product planning. Reviews FSW team technical progress and actively recommends technical and programmatic improvements to avoid or minimize risks.
 - Mentors FSW team leads to practice Branch-accepted processes. Encourages and contributes to improvement of Branch processes based on mission and technology experiences and lessons learned.
 - Provides administrative supervision and direction to employees assigned to the Branch. Using appropriate customer and team leader feedback, evaluates and rates the performance of employees. Encourages, endorses, and coordinates individual employee development.
 - Assesses personal and staff training needs. Reviews training opportunities. Encourages or assigns training to improve competencies in any area of benefit to the employee, or a team.
 - Recommends personnel actions concerning appointments, reassignments, promotions, rewards, training, discipline, leave requests, and other actions as appropriate. Hears and resolves group grievances and employee complaints. Refers more serious personnel matters to OHR personnel support specialists and/or higher levels of authority.
 - While ensuring the Branch maintains its capability to accomplish its mission, works with employees to the greatest extent possible to ensure that their personal needs are met in job assignments, technical and interpersonal skills training, coaching, and mentoring.
 - Develops and utilizes a diverse group of employees and skills to benefit both the individual and the organization.
 - The furthering of Equal Opportunity and Cultural Diversity goals is a requirement of this position. Exercises leadership in, and is responsible for, equal opportunity and cultural diversity in employment, development, advancement, and treatment of employees directly and indirectly supervised.
 - Has primary responsibility for the safety of personnel and property and for the identification and control of hazards within the scope of authority. Accordingly, is charged with implementing any requirements, procedures, and standards established in the GSFC Health and Safety Manual and related directives for optimized, accident-free mission accomplishment.
 - Responsible for assisting the Branch Head in managing the Branch's internal functions, conducting detailed program planning, and supervising team leaders and other personnel throughout the life cycle of FSW development activities. In this regard, establishes priorities and program assignments, prioritizes tasks, and periodically reviews the progress of organizational elements.
 - In coordination with the Branch Head, commits Branch resources to support various GSFC teams--including mission, technology, science, and institutional teams--in order to achieve success. To this end, ensures strong communication within and across teams, maintains the quality of the Branch's input to mission products, and identifies and resolves problems at the lowest possible levels.
 - Makes recommendations and provides advice and information to the Branch Head concerning programs, operations, problem areas, and capabilities.
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**Ownership and
Approval
Authority**

The FSW Branch Head is the owner of this role description. The FSB Standards CCB has approval authority.

**Change
History**

Version	Date	Change
1.0	11/17/04	Initial draft.